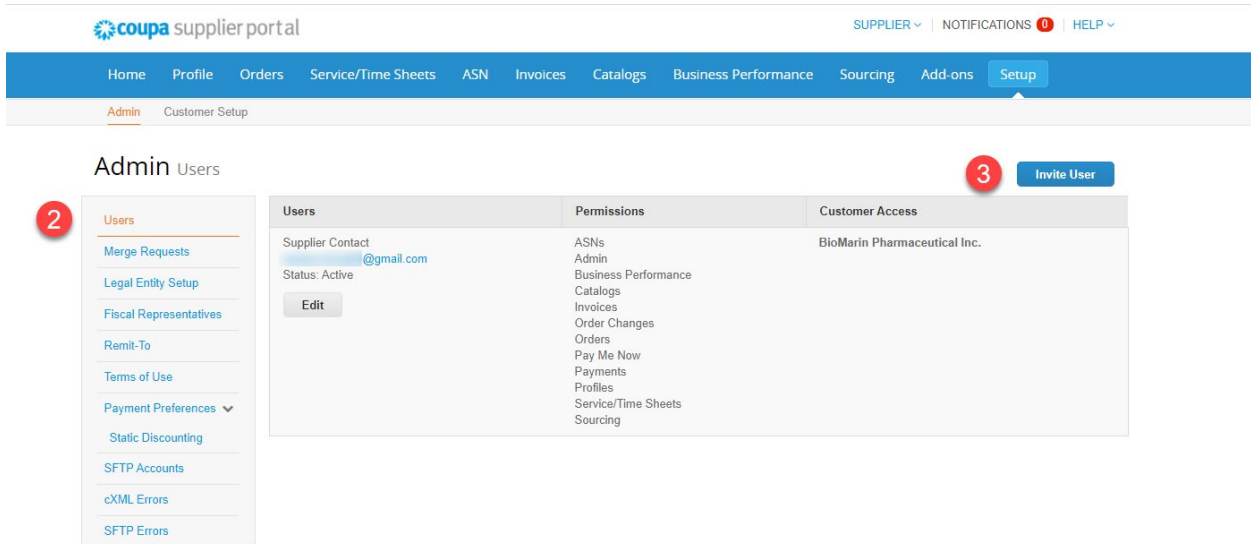
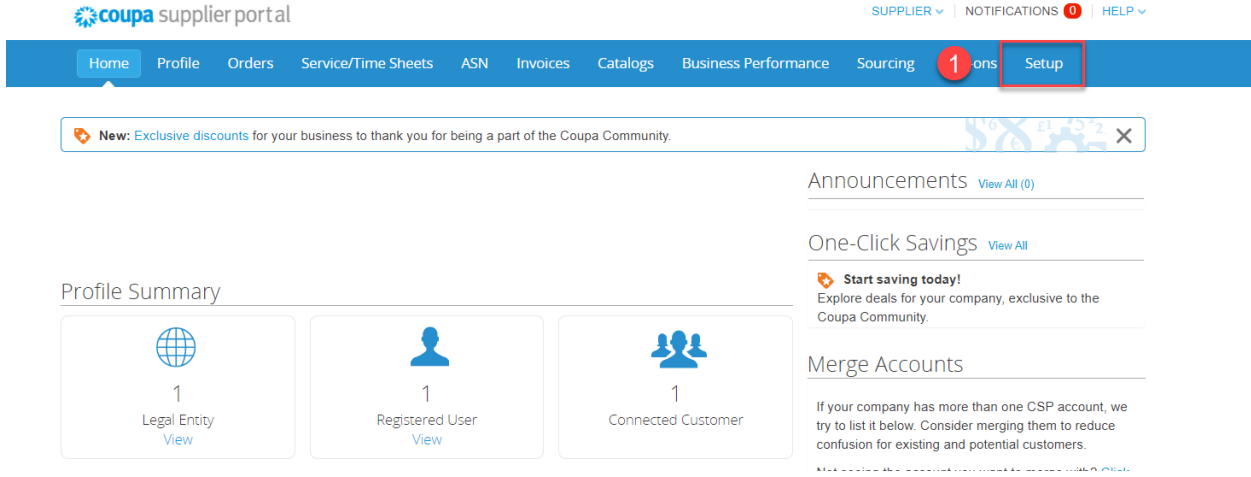


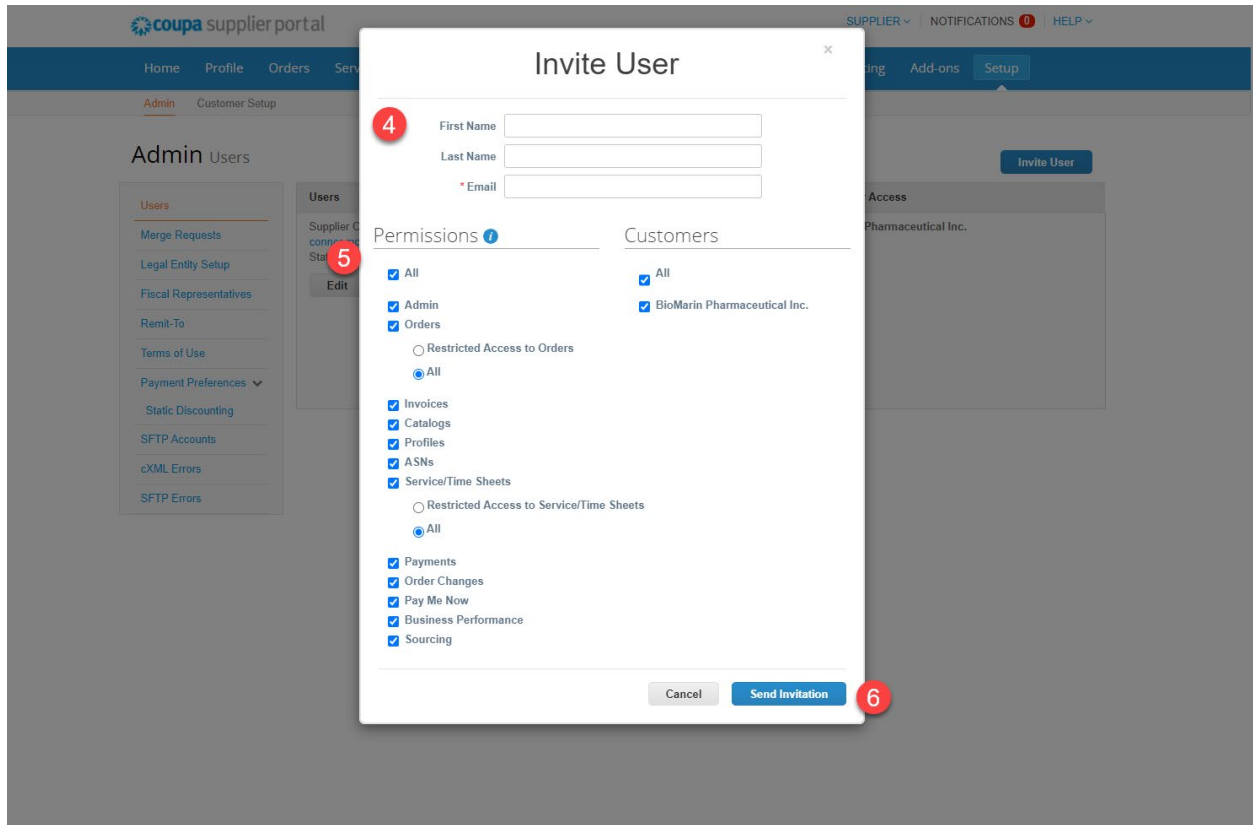
Coupa: How to Add Users to the Coupa Supplier Portal

To add your colleagues to the **Coupa Supplier Portal** please follow the steps listed below.

1. Click the **Setup** button from the CSP home page.
2. Select the **Users** option from the menu bar.
3. Click **Invite User**.



4. Enter your **colleagues contact information**.
5. Select/deselect their **permissions**.
6. Send invitation.



For more information and additional how-to guides, please visit <https://www.biomarin.com/suppliers/>.